University of KwaZulu-Natal

Guide to SABINET databases

South African journals, articles, theses etc

1. **To get to Sabinet**, either choose Sabinet Online from the A-Z list of databases on the Library's website, click on Sabinet on the word cloud or go to the Sabinet website: http://reference.sabinet.co.za. At the very bottom of each screen on the black toolbar is an option to get to 'Sabinet Legal', which contains government gazettes and new legislation.

2. a) **To search a single collection**, click on the 'Search' tab at the top of the page to choose a collection to search.

You will be presented with a page of all the collections. All collections in blue are available to UKZN staff and students.

The left hand side option: *Find in a library* provides access to the catalogues of SA libraries – good for finding the location of a book or print journal within South Africa if UKZN does not have it. F*irstSearch* provides access to selected international collections.

The right hand side: *Reference & Full Text* presents SA journal article and thesis searching options. The first option: <u>SA and African Electronic journals</u> covers full text journals from 2000 onwards; <u>Index to South African Periodicals (ISAP)</u> is an index only, no full text, from 1987 onwards.

Hold the mouse over a collection name for a description.

2. b) **To search multiple collections simultaneously**, click on the' Search all' tab, then 'unselect all' from the right of the screen and then tick in the boxes next to the collections you want to search. Then click on 'Search Form' – bottom left of the screen.
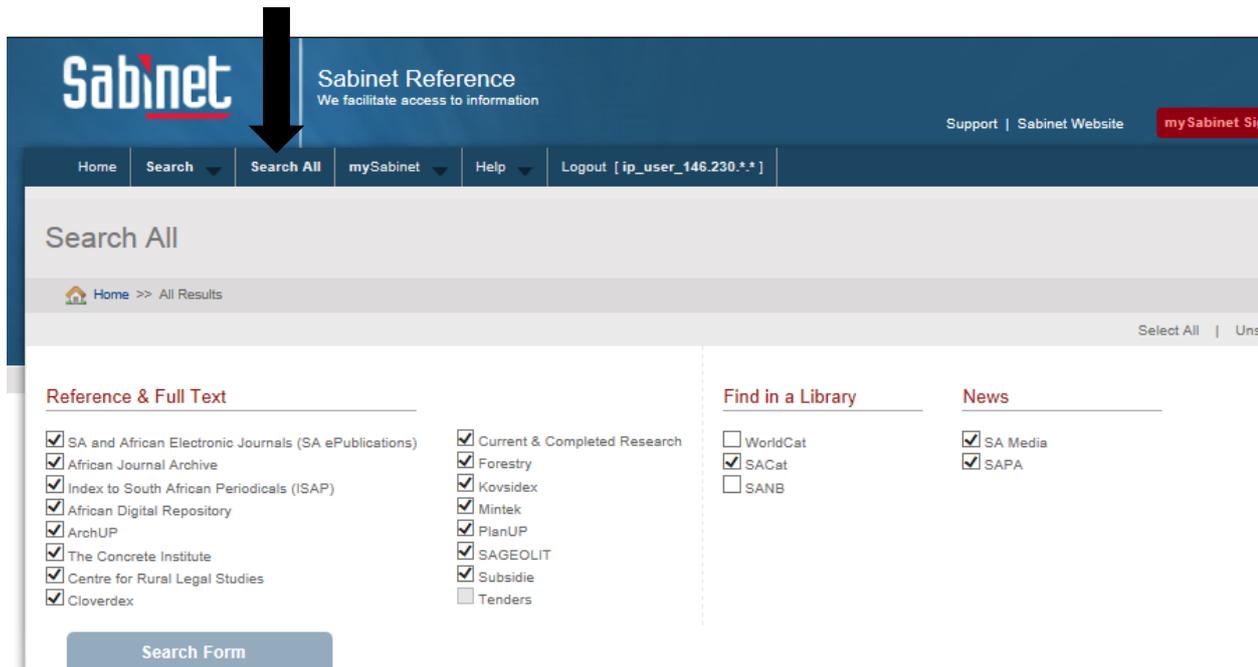
3. **At the search screen, fill in the relevant details** in the 'keywords' box. There are options below to search within a specific part of a document eg title, author, etc. You can also limit by time period, language etc. Click on search.
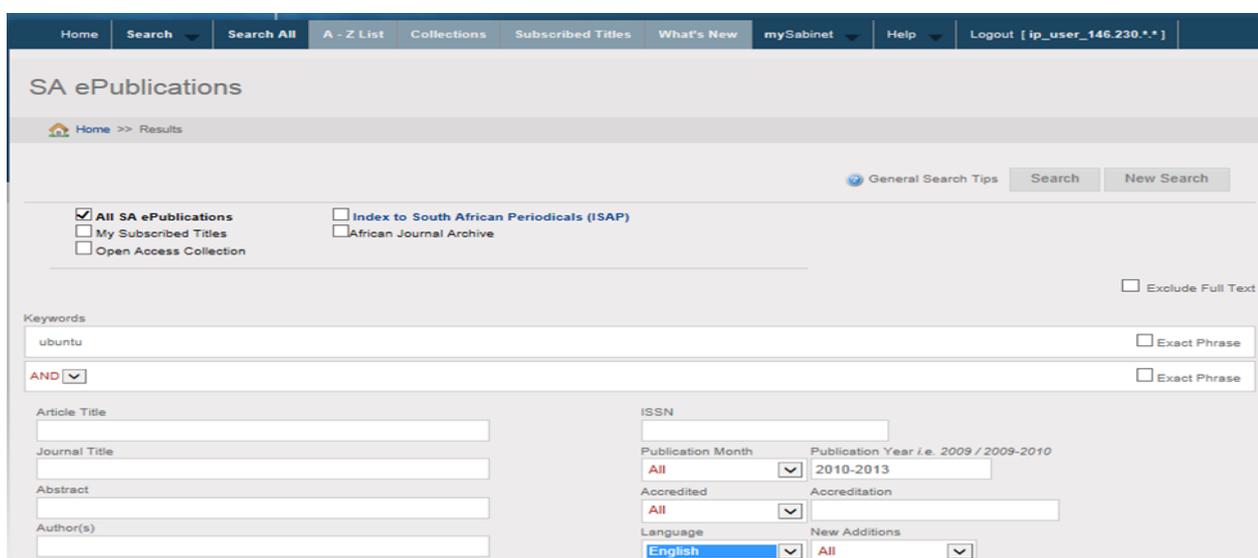
Be careful how you construct your search as a keyword search means a search within any part of any document. Be as specific as possible. Tick the 'Exact Phrase' box for multi-word concepts.

Refine options for searches are available such as (see also help tips):

AND to link concepts eg cows and nutrition – will find only articles that include both those concepts

OR allows you to search simultaneously for synonyms eg hygiene OR cleanliness – will find articles that use either terminology

NOT allows you to exclude terms from a search thus making the search more efficient eg malaria NOT cattle – will exclude articles from the search that deal with malaria and cattle

An asterisk at the beginning or end of a word means all variations of beginnings / endings of the concept will be included in the results eg child* will find child, children, childlike, childhood etc.

All variations of a word are found unless you indicate otherwise. Either tick in the box called 'exact phrase' to locate only the word from you have typed in, or, place an asterisk at the end of the word and enclose the word in double inverted commas: "education*".

4. **The results list** will indicate the total number of results and PDF availability.
   i) Click on the title of the article to see fuller bibliographic details, an abstract, export options to a bibliographic management package such as EndNote, related material within Sabinet collections and the full text
   ii) Click on the PDF icon below the details of an article to open / download / print it.
   iii) On the right hand side there is also a breakdown of your search results called filters which are also further options for refining / limiting your search.


   iv) On the right hand side of the screen is an option to **email a *sequential range*** of articles only (PDF links will accompany the email). It is not possible to choose a non sequential list of results to email from here.
   v) To select a ***non sequential*** list of articles to email , click on the intray icon to the right of the details of each item to create a subset. Then when you have finished selecting items, click on 'My Action List' at the very bottom right hand side of the screen to see your

choices. At the bottom of the 'My Action List' are the options to export, email, or print the list of references in your subset

vi) To print a document, open it and select the print option. If you want to print or email individual items from your 'My Action List', click on the wanted option from the right hand side list.

Remember to clear your action list when you have finished – the last option on the bottom toolbar of the 'my Action List'.
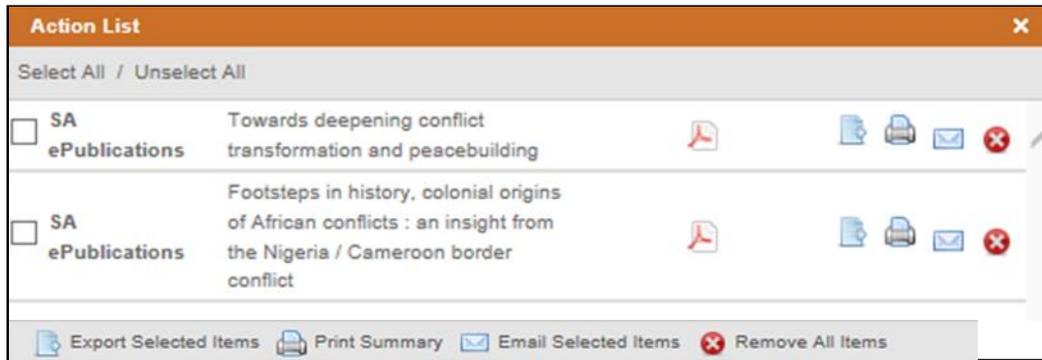
My Alerts (email) and RSS Feeds

These enable you to receive notifications when journals are updated. This facility is only available if you create a profile on 'mySabinet.' **Alerts/RSS feeds can only be set up for *SA e publications.***

1. From the Sabinet home page, click on the tab called 'mySabinet' and then 'Register'. Follow the registration screen prompts

   Once registered you will then choose the 'Sign in 'option' under the 'mySabinet' tab every time you want to set up or alter an alert / RSS feed

2. Once logged in, from the 'mySabinet' drop down menu click on the preferred option, either 'my email alerts' or 'my RSS feeds'

3. At the next screen click on 'create new alert'

4. At the next screen, fill in details for your alert: keywords, journal etc. You can only create an alert for a single item.

5. If you wish to get alerts by email, make sure to tick in the box 'send me an email'.